

ECL

Eastern Coalfields Limited
(A subsidiary of Coal India Limited)



Office of
Chief Medical
Officer(I/C),Admn.,
Sanctoria Hospital
Dishergarh, Burdwan 713333
Tel 0341- 2521035

Publication of Tender Notice in the Press.

| | |
|--|-----------------------|
| Tender No. ECL/C-5(E)/Open Tender/17-18/Stationary items/SH01 | Dated:07.12.17 |
| Sealed Tenders in Prescribed format are invited for supply of Stationary Item. | |
| Tender is due for opening on 30.01.18 AT 11.00 AM | |
| Downled of tender documents – closes on 27.01.18 (up-to 01.00 PM) | |
| Place of Issue tender documents – Office of the Dy. Chief Medical Officer, Sanctoria Hospital, P.O:- Dishergarh, Dist:- Burdwan(West Bengal) Pin code No. 713 333. | |
| Last Date & time of submission of tender up-to 30.01.18 up-to 10.00 A.M. | |
| Date & Time of opening of Tender (Part-I) 30.01.18 at 11.00 AM(At the Office of the Dy. Chief Medical Officer, Sanctoria Hospital, P.O:- Dishergarh, Dist:Burdwn(W.B), 713 333 | |
| Submission of Tender: At the Office of the Dy. Chief Medical Officer, Sanctoria Hospital, P.O:- Dishergarh, Dist;Burdwn(W.B), 713 333 | |
| Cost of Tender Fees :- Rs.1000.00 + GST | |
| Tenders must deposit Earnest Money an amount of 2% value of the estimated cost of tender Rs. 1,20,396.88 i.e. Rs.2,408.00 | |
| Please log on to ECL web site www.easterncoal.gov.in and Govt. website:- www.tenders.gov.in for others details. | |

Dy.Chief Medical Officer (I/C),Admn., S.H.

ECL
Eastern Coalfields Limited
(A subsidiary of Coal India Limited)



Office of
Chief Medical
Officer(I/C), Admn.
Sanctoria Hospital
Dishergarh, Burdwan 713333
Tel 0341- 2521035

Tender Fee Rs.1000.00+GST Extra.

Ref. ECL/C-5(E)/ Open Tender/17-18/Stationary items/SH01

Dated:-07.12.17

M/S

.....
.....
.....

Tender document is issued to you under serial No..... against cash receipt no. Dated.....

Original cash receipt must be submitted along-with offer (in Cover-I)

Please submit your quotations in TWO COVERS SYSTEM placed in sealed cover for procurement of Medical Gas of Sanctoria Hospital, subject to terms and conditions as enclosed.

1. **Sale of documents**
 - a) **Closes on 27.01.18 (up to 11.00 P.M)**
2. **Last date and time of receipt of tender up to 30.01.18 (10.00 A.M)**
3. **Last date and time of Opening of tender of 30.01.18 (11.00 A.M)**

Enclosures:-

1. **Important terms and conditions of supply.**
2. **Commercial terms.**
3. **Mode of submission of tender.**
4. **Specifications, requirement, etc. of the items.**
5. **Cheeklist of commercial terms and conditions.**
6. **Criteria for proven-ness for ECL.**

Chief Medical Officer (I/C),Admn., S.H



IMPORTANT TERMS AND CONDITIONS OF SUPPLY

Sealed tender in duplicate are invited from proven indigenous Original manufacturers or their distributor for supply of stores as per the specifications And requirement enclosed and terms and conditions enclosed. The tenderer must submit offer in Two Cover system strictly as per “ Mode of Submission of Tender “ enclosed. Offers submitted otherwise will be summarily ejected.

Only proven suppliers for the tendered items are allowed to be bid against this tender. Offers of unproven suppliers shall not be considered. A firm shall be considered as proven firm as per the “Criteria for Provenances for ECL” of this tender. Tender will be governed by the following conditions:-

1. Offer should conform to the specification as per schedule.
2. Quotation duly signed with seal on all pages of the tender / offer including all enclosures should be submitted with the tenders except printed leaflets/catalogues. This is a must. Offers received without Signature and seal on all the pages of the Price Bid (Part-II) shall be rejected.
3. The complete offer should be typed in the letter head of the tenderers. (Hand-written quotations will be summarily rejected). If firm’s letter heads are not sufficient to accommodate technical and pricing details, and bigger papers are used, then such sheets along-with other pages of the offer should be signed and stamped by Company’s authorized signatory. Quotation erased and overwritten without proper authentication (Tenderer’s signature) will be summarily rejected. Similarly, tenders sent through telegram / telex/fax / e-mail will not be considered.
4. Tender form must be returned along-with the quotation duly signed and stamped as a token of acceptance of all the terms and conditions of this tender. Tender forms purchased by one firm are not transferable to another firm.
5. Your printed terms and conditions of sale shall not be considered for our acceptance. Tenderers are requested to submit their offer complete in all respects maintaining serial No. of items, terms and conditions as per tender documents along-with all supporting documents failing which offer may not be considered and no further clarification on technical and commercial aspects may be entertained.
6. Tenderers must submit documentary evidence to prove themselves as manufacturer / authorized selling agent (if applicable in this tender) of the tendered items. Documents to be furnished should be duly attested with seal & Mentioning the Tender number.
7. In case due date of opening is holiday or Sunday or there is local strike / bandh, tender will be opened on the next full working day.

A tender which has not been received on the due date and before the due time of opening of the tender will not be considered. Any relaxation in this respect will not be entertained.
8. Only representatives authorized in writing by the respective tenderers shall be permitted to be present during the tender opening along-with the condition of only one person per participating/attending tenderers. representatives of a firm who has NOT participated in the tender shall not be permitted to be present at the time of opening of a tender.
9. Rate must be quoted in unit mentioned in the schedule.
10. Tenderers must indicate if they are registered with DGS&D/NSIC/ECL. In case the tenderers submit self-attested copies of registration certificate of DGS&D/NSIC/ECL, Licence from BIS and approval certificate issued by DGS &D/other independent Statutory bodies of Govt. of India, along-with the tender, such documents should be duly attested by Notary Public.

11. Manufacturer's trade marking etc. must be indicated in the offer and the stamp should be impressed on each store. In case it is not possible to do the same due to size and nature of item, then a suitable alternative identification mark should be provided. Technical literature thereof must be enclosed.
12. Suppliers will also have to punch on each store supplied with the word "ECL" wherever required.

Dy. Chief Medical Officer(I/C),Admn., SH

EASTERN COALFIELDS LIMITED
OFFICE OF THE DY. CHIEF MEDICAL OFFICER(I/C),ADMN., SANCTORIA HOSPITAL.

G.S.T Detail in following format

1) GST Detail in following format:-

Format for Master Data to be provided by suppliers/Service Providers & Customers.

| Sl. No. | Particulars | Information to be provided |
|---------|---|-----------------------------|
| 1 | Name of Dealer | |
| 2 | GSTIN (Copy to be enclosed) | |
| 3 | Principal place of Business Address(As per GSTIN) | |
| | | |
| 4 | Address of Additional place of Business(if any) | |
| | | |
| 5 | State of principal place of Business | |
| 6 | PAN (Copy to be enclosed) | |
| 7 | E Mail id | |
| 8 | Mobile No. | |
| 9 | Name of Bank | |
| 10 | Account No. | |
| 11 | IFSC Code | |
| 12 | Type of Registration(as composite dealer/Regular dealer) (for supplier of materials/contractor/service providers) | |
| | | |
| 13 | HSN Details (for Material supply only) | |
| | Description of Materials | HSN code |
| | | |
| 14 | Service Accounting code(SAC) (for Contracts/Service providers only) | |
| | Service Description | Service Accounting ode(SAC) |
| | | |
| 15 | Unique Identification No. (if any) | |
| 16 | Consumer Code | |
| 17 | Party Code | |

Details of Provisional Registration of Eastern Coalfields Limited(ECL) under GST Act,2017.

| State for which Registration applied for | Provisional Registration No. (GSTIN) | Principal place of business | Principal item of business/Manufacture |
|--|--------------------------------------|---|--|
| West Bengal | 19AAACE7590E1Z1 | Office of CMD, Easter Coalfields Limited, Sanctoria,P.O:Dishergarg,Pin 713 333 | Other Coal |
| Jharkhand | 20AAACE7590E3ZX | Office of the General Manager, Mugma Area, NH2, Mugma Dist:- Jharkhand,pin-828204 | Other Coal |
| HSN code of the Product | 27011990 | | |

Dy. Chief Medical Officer(I/C),Admn., SH

(Relevant all NITs involving supply of Goods with incidental services)

- a) **Appointed day**” means the date on which the provisions of GST Acts. Shall come into force.
- b) **Supplier-** “supplier” in relation to any goods or services or both, shall mean the person supplying the said goods or services or both and shall include an agent acting as such on behalf of such supplier in relation to the goods or services or both supplied.
- c) **Registration:** The bidder is liable to be registered under GST unless they are specifically exempt from registration under specific / circular / section / rule issued by statutory authorities.

The bidder claiming exemption in this respect shall submit supporting documents as well as certificate from practicing CA/CMA/CS to the effect that bidder is fulfilling all the conditions prescribed in notification to make him exempt from registration.

For example: If the bidder is exempt from Registration under CGST Act, 2017 due to his aggregate turnover in the relevant financial year being less than 20 lakhs then bidder shall submit the copy of notification along certificate from practicing CA/CMA/CS to the effect that aggregate turnover from his all business operation during the relevant financial year is less than 20 lakhs and hence he is exempt from Registration under GST Act,2017.

The expression “**Aggregate turnover**” shall include all supplies made by the taxable person, whether on his own account or made on behalf of all his principals.

- d) **Composition Scheme:** As per Section 10(2)© & Section 10(2)(e) of CGST Act, supplier of goods if “engaged in making any inter State outward supplier of goods or he is a manufacturer of such goods as may be notified by the Government on the recommendations of the Council” than he shall not be eligible for a bid under composition scheme. Where the bidder has opted for composition levy under sec. 10 of CGST, he should declare the fact while bidding.
- e) **Evaluation of tender and L1 Status:** The evaluation of tender shall be done based on cost to company basis. The cost to company shall be ascertained by reducing the total value (including taxes and duties) quoted by the bidder by the amount of CGST to GST (Compensation to state) cess eligible for input tax credit. The L1 shall be decided based on cost to company ascertained in manner suggested above.

Where the supplier is an unregistered one i.e. (Exempt from registration under GST) supplying taxable goods causing ECL liable to deposit tax under reverse charge, the CGST & SGST or IGST and GST (Compensation to state) cess, as applicable and payable by ECL under reverse charge, shall be added to cost while ascertaining the landed price. However, in this case also the L1 shall be decided based on cost to company ascertained after deducting the CGST & SGST or IGST and GST (Compensation to state) cess amount eligible for input tax credit, if any, from the total value including tax arrived as above.

- f) The rate quoted by the supplier shall be exclusive of CGST, SGST, IHST and HST (compensation to state tax) cess and it should be strictly as per the format of BOQ. Item wise each element of cost shall be indicated in respective column specifically provided for that. Item wise rate of CGST & SGST or IGST and GST (compensation to state tax) cess, applicable at the time of bidding shall be indicated by the bidder in respective column of the BOQ. If the bidder has opted for composition levy, no tax under GST shall be charged by him in the bill of supply & shall mention the words “composition taxable person, not eligible to collect tax on supplies” at the top of the bill of supply issued by him.

Dy. Chief Medical Officer(I/C),Admn., SH

- g) *The tax invoice raised by the supplier must be in compliance of relevant GST Acts. Rules & notifications made there under and should bear the GSTIN 20AAACE7590E3ZX of ECL in case of supply to Areas/ units of ECL within the state of Jharkhand and GSTIN 19AAACE7590E1Z1 of ECL in case of supply to Areas/Units of ECL within the state of West Bengal. The rate and amount of CGST, SGST,IGST and GST (compensation to state tax) cess, related to supply of goods, shall be shown separately in tax invoice in case the bidder has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made there under.*
- h) *The CGST & SGST, IGST and GST (compensation to state tax), as applicable at the time of supply, shall be paid extra against submission of proper Tax invoice, as referred above, by the supplier so that ECL could be able to avail input tax credit of such CGST,SGST,IGST,GST(compensation to state tax cess) reflected in the invoice.*
- i) *If ECL fails to claim input Tax credit (ITC) on eligible inputs and capital goods or the ITC claimed is disallowed due to failure on the part of supplier of goods and services in incorporating the tax invoice issued to ECL in its relevant returns under GST, payment of CGST & SGST or IGST,GST.(compensation to state)cess shown in tax invoice to the tax authorities, issue of proper tax invoice or any other reason whatsoever, the applicable taxes & cell paid based on such Tax invoice shall be recovered from the current bills or any other dues of the supplier.*
- j) *The amount of CGST & SGST or IGST and GST Cess, as indicated in the Tax invoice shall be paid only when they appear in GSTR 2A of ECL and the supplier has filed the valid return in accordance with the provisions of the GST Act. And the rules made there under.*
- k) *In the event of any additional tax liability accruing on the supplier of goods and /or services due to classification issue or for any other reason, the liability of ECL shall be restricted to the amount of GST charged on the original tax invoice issued by the supplier.*
- l) *In addition to above, if any other tax/duties are levied over supply of such goods in future, it shall be paid extra.*
- m) **E-way Bill:** *The e-way bill, if any, required in connection with supply of goods or services shall be arranged by the supplier. However, the e-way bill will be arranged by ECL if the supplier is unregistered one.*
- n) **TDS:** *The TDS, if applicable, shall be made at applicable rate from the payment made or credited to the supplier.*
- o) **Evidence in support of import of goods:** *In case of supply of imported goods as per terms of supply order, the supplier shall provide the following documents as evidence in support of import of goods:*
- i. *A certificate from their auditor to the effect that they have paid Rs.....as custom duty against the import of goods under supply order..... and that refund of custom duty, if any, shall be passed on to the buyer.*
 - ii. *Self attested copy of principal's invoice / packing list.*
 - iii. *Self –attested copy of bill of lading /Airway bill.*
 - iv. *Self attested copy of bill entry.*
 - v. *Certificate of origin.*

The supplier shall provide clear linkage of items as per order with documents furnished under clause. (ii) and (iv).

Dy. Chief Medical Officer(I/C),Admn., SH

14. Tenderer must give location and complete address of their works. They will also submit list of plant and machineries Available for manufacturing and testing of stores.
15. Incomplete tenders are liable to be rejected.
16. Purchaser reserves the right to accept or reject partly or fully all the tender without assigning any reason thereof..
17. Tenderers intending to attend the tender opening should bring proper authorization letter from their management to attend the tender opening.
18. The prices quoted must retain firm till delivery and the offer made must remain open for acceptance for 6(Six) months from the due date of opening of the tender. The prices offered should be given Preferably both in words and in figures. Tenderers are requested to submit their offer complete in all respects maintaining Sr. No. of items, terms and conditions as per tender documents along-with all supporting documents failing which offer may not be considered and no further clarification on technical and commercial aspects may be entertained.
19. Firm delivery period should be specified. The quantity offered for supply within a specified delivery period should also be indicated.
20. The tenderers shall quote to the specification given. They are, however, at liberty to quote for any other alternatives, which, in the opinion, will serve the purpose. The materials shall conform to relevant ISS and in its absence to appropriate BSS/VDE/DIN.
21. Firms who are manufacturers must submit their complete and valid NSIC/DGS&D registration certificate with the list of items attached covered with BIS License / DGMS approval etc.
22. Self attested copies of order copies received from subsidiaries of CIL for the quoted items should be submitted along with the quotation in the first bid. The list of parts supplied with the details of order reference and the performance report, if any, should be furnished along-with the offer.
23. ECL reserves the right to reject or accept or withdraw the tender in full or in part as the case may be without assigning reasons thereof. Tenderers are advised to carefully note that deviations in these terms will not be entertained.
24. All disputes are subject to Asansol Jurisdiction.
25. In case of any dispute the decision of Chief Medical Officer(I/C), Sanctoria Hospital, ECL will be final.
26. Tender should submit following information.
 - i) Name of the payee in block letter.
 - ii) Address
 - iii) Bank A/c. No. of Payee(14 digit)
 - iv) Name of the Bank
 - v) Name of the Branch & Branch Code
 - vi) Indian Financial service Code(IFSC)
27. In case if you effect supplies through your distributor name & address must be properly indicated.
28. Quotation to be submitted in generic as well as trade name.
29. If the supply is through your distributor, a certificate to the effect that you should stand guarantee for the good quality product to be supplied through your distributor.
30. All Medicines to be supplied from freshly manufactured batch and must have potency valid for at least one year from the date of receipt of materials by the consignee. For the medicines having total life (as indicated on packing / label) up to one year should have shelf life not less than 3/4th of its shelf life, on the date of receipt of consignee's stores. However you may ensure that the date of supply of medicine, will preferably not exceed by more than 02 months from the date of its manufacture as far as possible.
31. Govt. Policies regarding purchase by PSU will be applicable against this tender.

Chief Medical Officer (I/C), Admn., S.H



COMMERCIAL TERMS APPLICABLE TO THE TENDERERS

Enclosure-II

1. Price: Rates shall be quoted on F.O.R. destination basis including all taxes.

The final price to be charged by you must clearly be spelled out indicating the following separately:

- Basic ex-works price and Ex-go down / ex-Depot price as applicable.
- Packing and Forwarding charges.
- GST applicable in percentage
- Any other Taxes / Duties (please give details)
- Road transportation charges (maximum)
- Transit insurance charges
- Final Landed price

The prices should be as per the following formats.

Format for bid in Indian Rupee:

| DESCRIPTION | UNIT | QUANTITY QUOTED | BASIC EX-WORKS PRICE and Ex-Godown/ex-Depot as applicable (Per Unit) | GST (% Rate ad total Amt). (Per Unit) | PACKING & FORWARDING CHARGES (Per Unit) | FREIGHT (Per Unit) | TRANSIT INSURANCE (Per Unit) | OTHER CHARGES (Per Unit) | LOAD-ED COST (Per Unit) | LANDED COST FOR TOTAL QNTY QUOTED |
|-------------|------|-----------------|--|--|---|--------------------|------------------------------|--------------------------|-------------------------|-----------------------------------|
|-------------|------|-----------------|--|--|---|--------------------|------------------------------|--------------------------|-------------------------|-----------------------------------|

NOTE: YOUR PRICE BID MUST BE SUBMITTED IN THE ABOVE FORMAT AND IT MUST BE CONFIRMED BY YOU THROUGH A SEPARATE CERTIFICATE IN PART-I CONFIRMING THAT YOUR PRICE BIDS HAVE BEEN SUBMITTED ALONG WITH THE NECESAARY INFORMATION IN THE ABOVE FORMAT IN COVER-II. PLEASE NOTE THAT IN NO CASE PRICE SHOULD BE DISCLOSED IN COVER-I. FAILING TO COMPLY TO THE ABOVE, YOUR OFFER MAY BE LIABLE TO REJECTION.

- Price Variation: Price should be on Firm basis till delivery. Otherwise, the offer will be rejected.
- Delivery: Delivery quoted by you shall be taken as the essence of the contract. Our delivery requirements is mentioned at Enclosure 4 which should be adhered to. The delivery terms should be quoted on FOR destination(door delivery) basis. In the event of failure to delivery or dispatch the Stores with the stipulated date/period in accordance with the samples and/ or specifications mentioned in the supply order and in event of breach of any of the terms and conditions mentioned in the supply order, ECL will have the right to any or all of the following:-

- To recover from the successful tenderer as agreed, Liquidated Damages, a sum not less that ½% (half percent) on the price of any stores which the successful tenderer has not been able to supply as aforesaid for each weed or part of the weed during which the delivery of such stores may be in arrears limited to 10% (ten percent). Where felt necessary, the limit of 10% (ten percent) can be increased to 15%(fifteen percent).

Dy. Chief Medical Officer(I/C),Admn., SH

- b) To purchase elsewhere, after due notice to the successful tenderer on their account and at the risk of the defaulting supplier, the stores not supplied or others of a similar description without canceling the supply order in respect of the consignment not yet due for supply or
- c) To cancel the supply order or a portion thereof and if so desired to purchase the stores at the risk and cost of the defaulting supplier and also.
- d) To extend the delivery period with or without penalty, as may be considered fit and proper. The penalty, if imposed, shall not be more than the agreed liquidated damages referred to in clause(a) above.
- e) To forfeit the security deposit in full or in part.
- f) Whenever under this contract a sum of money is recoverable from any payable by the supplier, CIL and its subsidiary companies shall be entitled to recover such sum by appropriating, in part or in whole by deducting any sum or which at any time thereafter may become due to the successful tenderer in this or any other contract. Should this sum be not sufficient to recover the full amount recoverable, the successful tenderer shall pay to CIL/ its subsidiary companies on demand the remaining balance. The successful tenderer shall however not be entitled to any gain on any such purchase.
4. Validity : The offer should be valid for 180 days from the date of opening of the Cover-I indicated in this tender.
5. Guarantee and Test Certificate: Manufacturer's Guarantee and Test certificate should be furnished by the supplier along-with the stores.
6. Guarantee / Warranty :- The offered materials must be guaranteed against defects arising out of design / materials/ workmanship/unsatisfactory Service. The item should be guaranteed for a period of 18 (Eighteen) months from the date of receipt and acceptance of materials at consignee's end or 12(twelve)months from the date of commissioning/ installation/use, whichever occurs earlier. If found defective within the guarantee period, the supplier at his own cost shall have to replace / repair the defective materials as deemed fit by the user/consignee.
7. Price fall Clause : a) The prices charged for the stores to be supplied under the supply / purchase order by the suppliers shall in no event exceed the lowest price at which suppliers sell the stores or offer to sell the stores of identical description to any customer during the tenure of the supply order.
- b) If any time during the said period, the suppliers reduce the sale price, sell or offers to sell such stores to any other customer at a price lower than the ordered price, they shall forthwith notify such reduction of sale or offer to sell to us to enable us to amend the rates of the order.
8. Earnest Money : All tenderers must deposit as Earnest Money an amount of Rs..2,408.00 (Rupees Two Thousand Four Hundred Eight Only). the Earnest Money Deposit should be in the form of Demand Draft of any Scheduled / Nationalized Bank payable at Asansol drawn in favour of "Eastern Coalfields Limited" and must accompany the quotation i.e. Cover-I of the bid. For unsuccessful tenderer, the Earnest Money Deposit shall be refunded immediately after finalization of the tender. The Earnest Money Deposit shall be forfeited if any tenderer withdraw their offer before finalization of the tender or fails to submit order acceptance within 15 days from the date of order. However, if any State / Central Govt. organization / PSUs and valid DGS&D/NSIC registered(for the tendered items) firm can produce documentary evidence issued by Govt. authorities for according exemption towards submission of EMD, they may be considered for exemption for submission of EMD. Similarly, Ancillary units of ECL for the tendered items shall also be exempted from depositing Earnest Money subject to submission of copy of Ancillary Certificate.
9. Security Deposit : The successful tenderers on whom order will be issued shall have to deposit security money in the form of Bank Guarantee in our prescribed format or in the form of Bank Draft of any Scheduled/Nationalized Bank payable at Asansol drawn in favour of "Eastern Coalfields Limited" for 10%(Ten percent)of the ordered landed value if it will be Rs.One lakh or more. The Bank Guarantee should be kept valid till execution of the order complete in all respects but minimum validity should be for 6 months. For successful tenderer, Security Money will be refunded to the firm within 30 days of satisfactory execution of the contract. For unsatisfactory performance and / or contractual failure, the security money shall be forfeited. Two weeks time shall be given in the order to the successful tenderer to furnish the security deposit. In case, the firm fails to deposit the security money, the order shall be cancelled and the case shall be processed to order elsewhere and the firm's performance shall be kept recorded for future dealings with them. However, if any State / Central Govt. organization /PSUs and valid DGS&D / NSIC registered(for the tendered items) can produce documentary evidence issued by Govt. authorities for according exemption towards submission of Security Deposit, they may be considered for exemption from submission of security deposit. Similarly, ancillary units of ECL for the tendered items shall also be exempted from depositing Security Deposit subject to submission of copy of Ancillary Certificate. Security Money may be converted into Performance Bank Guarantee(PBG)wherever PBG is required. At the time of conversion of security money into PBG, it shall be ensured that the amount of PBG is not less than 10% of the landed value of the order. Wherever, Security Money shall be treated as performance coverage of the contract, the operation of Security Money BG / Performance BG shall be guided by clauses relating to operation of PBG mentioned elsewhere in the tender document.

Dy. Chief Medical Officer(I/C),Admn., SH

10. In case tenderer claim exemption from Earnest Money Deposit and Security Deposit, the required documents (i.e. as at Sl.No. 8 & 9) must be attested by Notary Public.
11. Inspection : The materials to be supplied against any order are subject to inspection by the authority to be deputed for the purpose before dispatch if required. The stores received by the consignee will also be subject to inspection at consignee's end and the same shall be final and binding upon the supplier. If any stores are rejected, consignee will have liberty to :-
 - a) Allow the supplier for satisfactory replacement of the rejected part within a specified time and supplier will bear the cost of replacement such as freight etc. and any such replacement will be without being entitled to any extra payment.
 - b) Buy elsewhere the quantity of stores similar to those rejected at the risk and cost of the suppliers.
 - c) Terminate the contract whether in part or whole. Rejected part / quantity shall have to be removed by the suppliers within 15 days of receipt of intimation of rejection.
12. Supply orders if placed will be subject to terms and conditions stipulated in the printed "General Terms & conditions of supply of Stores" enclosed unless otherwise stated in the enquiry / order.
13. In case any of the stipulation of this tender or "General terms & conditions of Supply of Stores" is found to be incongruent to the stipulations of the specification schedule, then the stipulation of the specification schedule shall hold good.
14. Purchase preference for products and services of Central Public Sector enterprises shall be given as per govt. of India's current guidelines / policy.
15. Purchase preference for ancillary Units of ECL shall be given as per ECL Management's policy.
16. Banned or delisted suppliers:- The bidder shall give a declaration that they have not been banned or de-listed by any Government of quasi-Government agencies or PSUs, if a bidder has been banned by any govt. or quasi-Government agencies of PSU, this fact must be clearly stated and it may not necessarily be a cause for disqualifying him. If this declaration is not given, the bid will be rejected as non-responsive.
17. Tenderers should note that ECL is entitled to increase or decrease the quantities against any / all the items or the tender by not more than 20%(Twenty percent) before opening of the price bid.
18. Deviation :- Normally no deviations is acceptable to the tendered conditions. Terms and offers which are in deviation are liable for rejection without making any back reference to the tenderers. Offers as asked for must be submitted complete in all respect. Deviations, if any, sought by the bidder, whether these are commercial or technical deviations, must only be
19. given in the schedules prescribed for them as below:-

| <u>Sr. No.</u> | <u>Clause of NIT (pl. specify)</u> | <u>Deviation (pl. specify)</u> |
|----------------|-------------------------------------|--------------------------------|
| (i) | | |
| (ii) | | |
| (iii) | | |

Any willful attempt by the bidders to camouflage the deviations by giving them in the covering letter or in any other documents than the prescribed schedule may render the bid itself non-responsive.

20. payment Terms :- 100% payment will be made by cheque within 21 days of receipt and acceptance of materials at consignee's end or submission of bills together with documents stipulated in the order, whichever is later.

Chief Medical Officer (I/C), Admn., S.H

ECL

Eastern Coalfields Limited
(A subsidiary of Coal India Limited)



Sanctoria Hospital
Dishergarh, Burdwan 713333
Tel 0341- 2521035

MODE OF SUBMISSION OF TENDER.

Enclosure-III

The tender should be submitted in two separate sealed covers. Cover-I which shall be clearly marked “Techno-Commercial Bid-Cover I” shall include all information except price. The Cover-II which shall be marked as “Price Bid-Cover-II” shall include the price and related data. Both Cover –I and Cover-II should be put in a 3rd Cover duly sealed. All the three covers must be super scribed with Tender No. Due Date and Sender’s name and address.

If the tenders are submitted locally, the envelope i.e. 3rd Cover (containing two separate sealed covers marked Cover-I and Cover-II) must be super scribed with Tender no. and date of opening of tender, Sender’s name and address and put on the tender box provided for this purpose at the Office of the Chief Medical Officer(IC)Admn, **Sanctoria Hospital** .

If the tenders are sent by post, the envelope i.e. 3rd Cover must also be super scribed in the same manner as mentioned above and must be addressed to the the Chief Medical Officer(IC)Admn, **Sanctoria Hospital**, PO – Dishergarh, Dist – Burdwan(WB),PIN – 713333. The offers submitted through post must be sent through registered post or through speed post. Responsibility will not be taken against misplacement of offer if sent through post.

Failure to follow the above procedure shall lead to rejection of the offer.

- N.B
- i) All envelopes containing the tenders shall be properly sealed. Envelope stapled shall not be accepted .
 - ii) The envelopes containing the tenders must be superscribed with Tender No. and date and time of opening.
- b) Tenders not submitted in the above manner will not be accepted.

Cover-I (Techno Commercial Bid) shall include the following data:

1)Section A(TECHNICAL PART)

Detailed technical description and particulars along with specification sheet, drawings, printed product brochure, literature etc. (wherever applicable)

- Key information about the tenderer. A brief note about the status of the tenderer like if manufacturer/authorized dealer/sole selling agent/marketing agent/trader etc. The information should be supported by documentary evidence. The firm registered with NSIC/SSIC/DGS&D should enclose Xerox copies of such registration certificate duly attested by Notary Public.
- The tenderer should categorically mention that offered materials conform to our specifications and deviations, if any, should be marked separately otherwise, it would be presumed that the offer strictly conforms to our specifications.
 - Test certificate from Government Test Houses in support of important technical parameters of the offered materials should be enclosed with the offer.
- Xerox copy, duly attested by Notary Public, should be enclosed with the offer, wherever applicable.
-DGMS approval certificate, -BIS license/ISI marking , -ISO certification series if applicable.

2) Section B (COMMERCIAL PART)

- Acceptance of the clauses for Terms of Payment, EMD, Security Deposit, Price Fall Clause, and Liquidated Damages etc.
- GST detail as given in enclosed-I format 13.
- The rate of Turnover tax, if any, should be clearly indicated if applicable, else it would be considered to be inclusive in the base price.
- The tenderer should certify that they have taken into account the Modvat/Cenvat benefits while quoting the rates or that it is not applicable.
- Price quoted should be firm till delivery.
- Blank format of the price bid, as quoted by the tenderers(WITHOUT PRICES) should be included.

Cover-II (Price Bid) should include the following information

The final price to be charged by you must clearly be spelled out indicating the following separately:

- Basic ex-works price and Ex-godown / ex-Depot price as applicable.
- Packing and Forwarding charges.
- GST applicable in percentage
- Any other Taxes / Duties (please give details)
- Road transportation charges (maximum)
- Transit insurance charges
- Final Landed price

Dy. Chief Medical Officer(I/C),Admn., SH



The prices should be as per the following formats.

Format for bid in Indian Rupee:

| DES CRI- PTI ON | UNIT | QUAN TI-TY QUOTE D | BASIC EX- WORKS PRICE and Ex- Godown/e x-Depot as applicable (Per Unit) | GST (% Rate ad total Amt) (Per Unit) | PACKIN G & FOR- WARDIN G CHARGE S (Per Unit) | FREIG HT (Per Unit) | TRANS IT INSUR ANCE (Per Unit) | OTHER CHAR GE-S (Per Unit) | LOAD-ED COST (Per Unit) | LANDED COST FOR TOTAL QNTY QUOTED |
|--------------------------|------|-----------------------------|--|---|---|----------------------------------|---|--|-----------------------------------|---|
|--------------------------|------|-----------------------------|--|---|---|----------------------------------|---|--|-----------------------------------|---|

Each envelope should be properly sealed and super scribed with the tender reference number and due date of opening and name and address of the tenderers. Envelopes stapled shall not be accepted.

Cover I shall be opened on the due date and time as mentioned and

Cover II shall be opened after techno-commercial evaluation of the offer. Cover II, i.e. price bid of only those tenderers shall be opened whose offers are found to be technically and commercially acceptable.

Dy.Chief Medical Officer(I/C),Admn., SH

ANNEXTURE-4

| Sl.No. | Description of the items | Quantity Required |
|---------------|---------------------------------|--------------------------|
| 1 | Pencil Carbon(Medium) | 56 Pkt. |
| 2 | Alpin | 111 pkt/box |
| 3 | Jems clip | 30 Box |
| 4 | Stepler Pin | 106 Box. |
| 5 | White Paper | 169 Dista |
| 6 | Rulled Paper | 89 Dista |
| 7 | Lever Arch File | 50 Pc. |
| 8 | Lat File | 388 Pc. |
| 9 | Tag File | 143 Pc. |
| 10 | Register No.24 | 112 Pc. |
| 11 | Register No.16 | 105 Pc. |
| 12 | Register No.12 | 112 Pc. |
| 13 | Register No.20 | 101 Pc. |
| 14 | Register No.8 | 51 Pc. |
| 15 | Register No.4 | 55 Pc. |
| 16 | Gum Big | 39 Pc. |
| 17 | Gum Small tube | 124 Pc. |
| 18 | Plastic File | 138 Pc. |
| 19 | Envelop White Large | 775 Pc. |
| 20 | Envelop white small | 775 Pc. |
| 21 | Envelop Brown (Large) | 575 Pc. |
| 22 | Envelop Brown(Small) | 550 Pc. |
| 23 | Window Envelop(Large) | 520 Pc. |
| 24 | Window Envelop(Small) | 520 Pc. |
| 25 | Cloth Envelop(Files) | 94 Pc. |
| 26 | Punch Machine(Small) | 18 Pc. |
| 27 | Punch Machine(Big) | 16 Pc. |
| 28 | Stamp Pad | 59 Pc. |
| 29 | Stamp Pad Ink | 48 Nos. |
| 30 | Duster | 82 Pc. |
| 31 | Waste paper Box | 61 Pc. |
| 32 | Paper Weight | 61 Pc. |
| 33 | Cello Tape | 54Pc. |
| 34 | Paper Clip | 52 Nos. |
| 35 | Paper Tray | 39 Pc. |
| 36 | Whitener | 41 Nos. |
| 37 | Board File | 98 Nos. |
| 38 | Ordinary Punching Machine | 17 Nos. |
| 39 | A-4 Size Paper | 91 Pkt |
| 40 | Scale | |

Supply must be completed within 30 to 45 days from date of issue of confirmed purchase order.

Dy.Chief Medical Officer(I/C),S.H.

EASTERN COALFIELDS LIMITED
OFFICE OF THE DY. CHIEF MEDICAL OFFICER(I/C),ADMN., SANCTORIA HOSPITAL.

Encl:-V

(To be submitted duly filled in and typed by Tenderer along with the offer in Cover-II)

| Sl. | Salient Condition of NIT | Please indicate | |
|------|--|-----------------|-----------------|
| | | Yes/accepted | No/Not accepted |
| 1.a) | Whether manufacturer / dealer authorized by manufacture (in Cover I) | | |
| b) | In case dealer, authorization from manufacturer submitted duly authenticated with seal (in Cover I) | | |
| 2. | Copy of valid NSIC/DGS&D/ECL Regn. Certificate along with list of items registered (in Cover-I) duly attested by Notary Public whether submitted. | | |
| 3. | Price offered | | |
| a. | FOR Destination (door delivery) | | |
| b. | Firm till delivery | | |
| 4. | Whether indigenous manufacturer | | |
| 5. | Whether foreign based manufacturer | | |
| 6. | Price schedule submitted in specified format (Clause No.1 of Enclosure-2, i.e. Commercial Terms) | | |
| 7. | Validity of the offer as per NIT i.e. clause-4 of Enclosure-2 | | |
| 8. | Payment terms as per NIT | | |
| 9. | Delivery offered as asked in NIT i.e. as mentioned in Enclosure-4 | | |
| 10. | LD and other related clauses as per NIT i.e. Clause-3 of Enclosure-2 | | |
| 11. | Price Fall clause as per NIT i.e. Clause-6 of Enclosure-2 | | |
| 12. | Performance Bank Guarantee, if applicable, as per NIT | | |
| 13. | Copies of order for identical/similar items received in the past from other subsidiaries of CIL/Public Sector undertakings/Central Govt. Deptt. along with documents for execution of the said orders. | | |
| 14. | Whether all the enclosures of the offer have been signed and stamped. | | |
| 15. | Guarantee warranty as per NIT | | |
| 16. | Inspection clause as per NIT i.e. Clause-7 of Enclosure-2 | | |
| 17. | Rate of GST indicated in Cover I | | |
| 18. | Mod vat / Cenvat Benefit taken into account while quoting the rates. | | |
| 19. | Deviations indicated as per prescribed schedule i.e. Clause-14 Enclosure-2 | | |
| 20. | Declaration given as per Banned or delisted suppliers Clause as per NIT i.e. Clause-12 of Enclosure-2 | | |
| 21. | This tender forms returned duly stamped and signed | | |
| 22. | All other commercial terms and condition of the NIT are acceptable | | |

NOTE:

01. All documents submitted are to be authenticated by the tenderer's signature with seal. A list of documents being submitted shall be prepared and enclosed with the offer.
02. The confirmation/acceptance as above in this checklist shall super cede the terms, if indicated otherwise in the offer.

Signature of Tenderer
Stamp/seal of firm.